






**Entered the Union:** 1896  
**Population (est. 1994):**  
 1,908,000 Rank: 34/50  
**Land Area (square miles):**  
 82,168 Rank: 12/50


**State Historical Records Coordinator:**  
 Jeffery O. Johnson, Director, Utah State Archives  
 State Capitol, Archives Building  
 Salt Lake City, UT 84101  
 Telephone: (801) 538-3012  
 Internet: asitmain.jjohnson@email.state.ut.us

**Deputy Coordinator:**  
 Max J. Evans, Director, Division of State History

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1951 <b>State Records Management Initiated:</b> 1970 <b>Archives and Records Management Placement</b> Department of Administrative Services, Division of Archives and Records Services (Utah State Archives and Records Services)	<b>Total State Govt Expenditures (1993):</b> \$4,370,101,000 <b>Total Budget, Archives and Records Management (FY 1994):</b> \$1,502,000 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> <b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.034 % State Archives funding has increased over last 2 years.

STAFFING				
<b>State Government FTEs (1992):</b> 39,618		<b>Number of Archives/Records FTEs per 1000 State FTEs:</b> 0.81		
<b>Archives &amp; Records FTEs (1994):</b>			<b>Average earnings for all full-time state employees</b> (Oct. 1992):\$25,200 per year	
Total	32			<b>Salary ranges for entry level professionals</b>
Archives	19			
Records Mgt	13			

HOLDINGS								
<b>State Archives</b>					<b>Records Center</b>			
Paper records	Government	9,480	cu. ft.		Paper records	Government	64,520	cu. ft.
	Nongovernment	0	cu. ft.			Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		139,000	rolls		Microfilm (total no. of rolls)		33,822	rolls
Photographs		8	cu. ft.		Photographs		8	cu. ft.
Films, videos, audio tapes		21	cu. ft.		Films, video, audio tapes		36	cu. ft.
Maps, blueprints, drawings		5	cu. ft.		Maps, blueprints, drawings		30	cu. ft.
Books, other printed		620	items		Books		350	items

ACCESS TO RECORDS IN STATE ARCHIVES		
<b>Reference services provided (FY 1994)</b> Individual daily visits468 Mail requests           234 Telephone requests1,640  Reference activity has increased over last 2 years.	<b>Arrangement and description activities (FY 1994)</b> Records arranged and described4,475 cu. ft. (40 series)  <b>Descriptions of holdings are provided through:</b> Networks:               RLIN  <b>Nonelectronic finding aids</b> available at State Archives describe 10% of the holdings at the series level.  <b>Automated finding aids</b> accessible in-house describe 100% of State Archives holdings at the series level	

## FACILITIES


**State Archives Building**  
 (owned by State Archives)

Constructed: 1933      Renovations: 1965

The State Archives Building contains office space and research facilities for the Archives and Records Management Division. Archival records are housed in the State Records Center (see description at right).

**State Records Center**  
 (rented by State Archives)

Constructed: 1980

Both archival and temporary records are stored in the State Records Center.

**Archival storage**

Total storage capacity: 9,600 cu. ft.  
 Percent now occupied: 97%  
 Will be full within 5 years

**Existing environmental controls:**

100% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**Temporary records storage**

Total storage capacity: 80,000 cu. ft.  
 Percent now occupied: 81%  
 Will be full within 5 years  
 No construction planned

**Existing environmental controls:**

0% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

## SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

**Technical assistance provided by (FY 1994):**

No. completed      3,200 (state agencies)  
                                  2,000 (local govt officials)  
 No. of agencies served      35 (state agencies)  
    600 (local govt officials)

**No. of local government units (1992):**

29 counties      40 school districts  
 228 municipalities      337 special districts

**Services to state agencies**

Training and consultation  
 Micrographics services  
 Labor in agencies (inventorying, processing, conservation)

**Services to local governments:**

Training and consultation  
 Conservation/preservation  
 Micrographics services  
 Labor in agencies (inventorying, processing, conservation)

State Archives has authority to accept original archival records from local governments

## MICROGRAPHICS


**Microfilming activities by State Archives (FY 1994)**

Source document microfilming      800,665 images  
 Processing      7,352 rolls  
 Duplicating      6,596 rolls  
                                  22,490 fiche

State Archives provides centralized micrographics services for state and local government agencies.

State Archives has not experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

## PRESERVATION POLICIES AND SERVICES


**Preservation activities by State Archives (FY 1994)**

No activity reported.

State Archives does not have a written preservation plan but does have a written disaster plan.

State Archives has a preservation officer but does not employ a trained, full-time conservator.

Utah does not have a statewide preservation plan or a disaster response team.

**AUTOMATED APPLICATIONS****State Archives uses the following automated applications:**

Finding aids	RLIN, plus Archives-developed software
Accessioning	Versatile
Inventory control	Versatile
Records scheduling	Archives-developed software
Correspondence	Word Perfect
Space management	Versatile
Bookkeeping	State-developed software
Publications	RLIN

**Electronic Mail**

State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide e-mail system.

NASIRE reports that Utah has implemented a government-side e-mail system.

**ELECTRONIC RECORDS**

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

**Key initiatives re: electronic records:**

Provided Archives staff and state agency staff training.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1991 statute

Includes e-mail and electronic records.

**Public's right to access to government records**  
provided in statute.**Restrictions to specific classes of records**

provided, expire after 75 years except for children's records which expire after 100 years.

**Permanent paper standards**

None

**Optical imaging standards**

1993 guidelines.

**Admissibility of microfilm**

1991 statute

**Admissibility of optical images**

1994 guidelines

**Admissibility of electronic records**

1994 guidelines

**Theft/defacement of a public record**

1991 statute

**Replevin**

1991 statute

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Governor's Office, State Archives is active in the state's IRM work.

**Information Policy Coordination**

Constituted formally, assigned to the Governor's Office; State Archives is active in the state's information policy work.

**Government Information Locator Service**

Under development.

**Electronic Access to Government Information and Services**

NASIRE reports that Utah is implementing an "Information Highway."

NGA reports that an integrated office application is in use to collect information about the governor's professional contacts.

State of Utah

<http://www.state.ut.us/> Utah

Automated Geographic Reference Center (AGRC) (W)  
<http://dpagr6.state.ut.us/>

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****Additional Preservation Services Available**

The Utah state Archives has hired a full-time preservation archivist to work on preservation issues and to help local governments with their special preservation needs.

**Basic Training in Records Management**

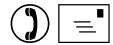
The Utah State Archives is holding monthly training programs in basic records management for state agencies as well as periodic specialized advanced sessions.

**Utah State Archives Home Page**

A home page for the Utah State Archives on the World Wide Web is being planned so that information concerning the Archives can be accessed through the Internet. Utah is also planning to provide access to its record series inventories in automated formats. Guides to the collection will be published in automated form.

**SHRAB ACTIVITIES****Focus on Training and Cooperation**

The Utah State Historical Records Advisory Board is focusing on providing grants to small manuscript collections for staff training. It is also sponsoring basic training for volunteers that are handling historical manuscripts. The Board also sponsors activities that encourage archivists in Utah to get to know each other.

**FOR FURTHER INFORMATION****State Archives and Records Management**

Jeffery O. Johnson, Director  
Utah State Archives  
State Capitol, Archives Building  
Salt Lake City, UT 84101  
Telephone: (801) 538 3012 Fax: (801) 538-3354  
Internet: asitmain.jjohnson@email.state.ut.us

**Notes**

**Program elements included in Archives and Records Management budget and FTE figures:** In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Utah budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records preservation
- records center

The Utah State Archives must pay space charges for records center facilities out of its budget.

**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Utah State Archives, State Capitol, Archives Building, Salt Lake City, UT 84101.  
Telephone: (801) 538 3012. Internet:  
asitmain.rdraper@email.state.ut.us

Estimated State Population (July 1, 1994):  
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.